



iKeepSafe™

BEaPRO™ DIGITAL CITIZENSHIP TOOLKIT

Digital citizenship is recognizably an important suite of skills for young students to develop in and out of school. Our goal is to help educators and families define success for youth online and to help them implement tools and habits that prepare children to be ethical, responsible and resilient digital citizens. This toolkit will help students establish lasting mental connections between their online and offline worlds. Each item in the toolkit corresponds to one of the BEaPRO™ pillars of digital citizenship: Balance, Ethics, Privacy, Relationships, Reputation, and Online Security.

Pillar/ Resources	Definition / Description	Presenter Instructions
Framing Questions	Who here loves the Internet? Who here finds cool things to do online? Who here like to play games online? Do you ever use the internet to do your homework? Today we are going build a toolkit filled with objects that will help us stay safe and secure as we use the Internet and connected technology.	Introduce the concept of the toolkit and digital citizenship.
Balance ikeepSAFE.org/be-a-pro/balance Balance Curriculum Matrix ikeepSAFE.org/balance-matrix	Kids and youth are trailblazers for finding, using, and creating new uses of the Internet and digital tools. Recognizing if these amazing and innovative activities are interfering with their daily lives or preventing them from other things like socializing or physical activity, and understanding how to juggle the two realms, is key to a healthy balanced life. Discuss: How many of you like to play sports? Do any of you have a favorite book you are reading? Or how many of you play an instrument or sing in a group? There are lots of different things we do every day, like spending time with family, or practicing something we are good at. Power Cord: Unplug! It is okay, (and even refreshing!) to disconnect regularly. Challenge your students to: Try leaving your phone or iPod in the other room while you	Introduce element. Demonstrate unplugging the power cord,

	eat dinner, or try leaving it in your pocket while you're walking around.	"Unplug!"
<p>Ethics</p> <p>ikeepsafe.org/be-a-pro/ethics</p>	<p>The ethical use of online tools guides activities from creative media consumption, to peer (and non-peer) communication, to photo sharing and engagement with inappropriate content. Kids online are facing constant ethical challenges and we want to give them the tools and competencies to make informed and responsible decisions from an early age.</p> <p><u>Magnifying Glass:</u></p> <p>How many of you look up an answer to a question you might have on the internet? How many of you have to go online to get information for homework? When you are researching things on the internet for a school project, are you trying to find the most accurate information you can?</p> <p>As we learn to be responsible and ethical digital citizens, we learn how to review and identify trustworthy content/sites. There are all kinds of information online. It can be hard to determine if your source is reliable and accurate.</p> <p>Digital Literacy includes the ability to investigate visual indicators and determine whether or not a website or content is trustworthy and legitimate. What domain does the website use— .gov, .edu, .com, or an evasive and pieced together domain such as .my.to.vu? Can they find the author's name, and see if the content is current? Is it fact or opinion?</p> <p>As you review content, you are like a spy with a magnifying glass looking for clues to help you determine if the content/site is legitimate. You can look for certain domains like .gov or .edu, but you can also do things like:</p> <ul style="list-style-type: none"> - Verify your findings by making sure you look at several sources that give you the same information - Think about the information you seek. Who created it in the first place? See if you can get the information from the source. <p><u>Red & Green Flags:</u></p>	<p>Introduce the pillar.</p>

	<p>Being online gives us many opportunities to interact with people. We need to use the same good judgment online that we use in our offline lives and respect other people and their work. Before we send a text or post a picture, we can ask ourselves some important questions: □<i>[Hold up red and green flags with the appropriate questions.]</i></p> <ul style="list-style-type: none"> • Did I create this? Is it mine or did someone else create it? • Is it ok to use it or to copy it? • Am I respecting the rights of others? <p>This applies to all the amazing creative work we find online, like music and movies, pictures and games, etc. as well as when we use others' creative work.</p> <p>Who likes to watch or find videos online? Do any of you like to create your own? Do you find pictures of your friends online? How about learning dance moves or making up your own? Do you ever create your own stories? Do you like to create your own apps?</p> <p>We have important rights and responsibilities as we use creative work online. When you create something, like a take a picture, video, write a poem or story, you own it. And, YOU get to make choices about how you want to share it and how you want others to use it. We have laws that protect creative work and allow you to determine if and how you want to share it and even maybe sell it. When we use others' creative work, we have a responsibility to respect the choices they have made for their work. The internet may feel like a free-for-all for music, movies, pictures, apps, and games, but these are all creative works created by other people.</p> <p>Our online communities work best when we respect each other and that includes other's work. That is why we should think before we post or share our own work and others' work.</p>	
<p>Privacy</p> <p>ikeepSAFE.org/be-a-pro/privacy</p> <hr style="width: 10%; margin-left: 0;"/>	<p>Participating online usually entails the sharing of information– to create a log in for a game or post on social media, for example. For this reason, children should learn from an early age what information they should keep private and what is safe to share. Learning how to protect that information once it is out there is equally important.</p>	<p>Introduce the pillar.</p>

<p>Privacy Curriculum Matrix:</p> <p>http://bit.ly/1JVOUzn</p>	<p><u>Padlock:</u></p> <p>Your personal information is valuable and you should protect it!</p> <p>Raise your hand if you think your name is personal information? Is where your parents work personal information? How about where you got school, is that personal information? Your birthday?</p> <p>Personal information can easily be shared online--sometimes you post it yourself, or you sign up for things that ask you to share you personal information, or perhaps others post about you.</p> <p>You have to make tough choices about what personal information you will share. Some personal information is necessary for things such as social interactions or buying something online. However, some information should only be shared with validated sources and some should not be shared online under any circumstances.</p> <p>What do we use padlocks for? Padlocks are used to secure things or lock things up. We can also think of it as a reminder to keep our online passwords secure and private and to protect our personal information.</p>	
<p>Relationships</p> <p>ikeepSAFE.org/be-a-pro/relationships</p> <hr/> <p>Relationships Curriculum Matrix:</p> <p>http://bit.ly/1htjmtl</p>	<p>Tons of social activity takes place in the digital world. Texting, social media, or other online tools may even be a kid’s primary venue and method to keeping in touch with existing friends and developing new friendships. Additionally, research shows that strong digital communication leads to and strengthens face-to-face time with friends. We all want kids to develop these fun and healthy relationships, so it is important to encourage and facilitate positive online, and offline, behavior.</p> <p><u>Carabiner:</u></p> <p>Sometimes people use the Internet to say bad things about people or post information that isn’t true. It’s important that we respect others when we are online and not hide behind the Internet.</p> <p>Rock climbers know how important it is to look out for and help each other. A carabiner is the sturdy clip that keeps climbers hooked onto the ropes that hold them together. When it comes to the web, we can be like</p>	<p>Introduce the pillar.</p>

	<p>skilled rock climbers.</p> <p>If you were injured how many of you would want a friend to come and help you or get help for you? How many of you would help a friend in need? Like a carabiner, we can stand up for our friends or lend a helping hand. You all said you would help a friend in need. They are counting on you as you count on them, so don't be a bystander be an upstander and stand up for what is right. By helping your friends who might be harassed or bullied online (or in the real world for that matter), you can be part of the solution!</p>	
<p>Reputation</p> <p>ikeepsafe.org/be-a-pro/reputation</p>	<p>Crafting a digital footprint that you are proud of showing off and that reflects positively on you has enormous importance in our modern world, where your online reputation precedes you. While negative or embarrassing things are indeed persistent, searchable, replicable, and can be viewed by vast invisible audiences— positive things such as creative projects, awards, and documentation of meaningful experiences last just as long and are just as public.</p> <p><u>Permanent Marker:</u> Digital communications are long lasting like a Permanent Marker.</p> <p>Have you ever written something online about a friend or family member? Have your parents ever posted a picture or something about you that you didn't like? How would you feel if someone posted something about you that wasn't true?</p> <p>Remember that what you "write" online stays online permanently. Even when the original is deleted, millions of copies can exist in places you may not be able to find. Even Snapchats aren't really deleted when you know that apps like SnapHack exist.</p> <p>Everything we post online—and everything that others post about us—builds our digital reputation. There is no erase button on the Internet. Anything we communicate through digital media remains available indefinitely (you can't easily delete it), which is great news when you have ...great news. Accomplishments are easy to share, easy to track, and you can create positive reputations that will</p>	<p>Introduce the pillar.</p>

	<p>be a benefit to your rather than a liability. What you say online shapes how others perceive you.</p> <p><u>Toothpaste:</u> In the same way you can't get toothpaste back in the tube once it's out, you can't always unpublish what you've shared online. Think before you post! (This is great to have a student squeeze out all the toothpaste. Then ask them to put it back in the tube.)</p> <p><u>Packet of Seeds:</u> What we do on the internet can positively and negatively impact our future. Are the seeds you are planting using digital technology going to yield bouquets of flowers, or weeds?</p> <p><u>Mirror:</u> What we do online is our reflection. Imagine having the mirror attached to your computer or device. If you looked in it and saw someone in the reflection, would they approve of what you are doing or saying online?</p>	
<p>Online Security ikeepsafe.org/ be-a-pro/ online-security</p>	<p>Facing the task of online security can be daunting, but there are easy steps we can take to secure our networks and information. Even with limited technical ability, learning how to backup data, use robust passwords and antivirus software, and adjust browser privacy settings is within the reach of everyone. Education on how to recognize fake and misleading websites, emails, and phone calls can help resist increasingly sophisticated phishing attempts that can lead to identity theft and personal data breaches.</p> <p><u>Strainer:</u> The amount of information on the internet is amazing! As digital citizens, you have to be good at "straining" out the bad stuff, what is real, what's not and finding material that is applicable to your search/use of the internet.</p> <p><u>Caution tape:</u> We internet users should tread online with caution, wary of inappropriate and malicious content. To help avoid inappropriate or malicious content and links, students should be careful about clicking unknown links (even if it's in an email or message from a friend!) and should double check the URLs.</p>	<p>Introduce the pillar.</p>

A special thanks to Craig Badura (craigbadura.com), a K-12 Integration Specialist at Aurora Public Schools in Aurora, Nebraska, for providing the inspiration for the digital citizenship toolkit concept.

Special thanks also to Jaimie Potts for her inspiration and motivation in teaching children to thrive in a digital culture.